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CONFIDENTIAL

10 December 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Delegation of Authority

1. I contacted the Executive Officer to the Deputy Director for Support to resolve the designation of officials who will act in behalf of the Deputy Director for Support in approving situations involving overseas assignments and home leave not already reflected in DD/S Administrative Instruction No. 70-7.

2. In our conversation we arrived at the following agreements:

a. Approvals of changes in Permanent Place of Residence while at Headquarters requiring action by the Deputy Director for Support on Form 61 will be handled in the same manner as such designations on Form 3154. (See DD/S Administrative Instruction No. 70-7.)

b. Approval of non-standard tour for general application to a post or group of employees at a post (by memorandum) -- Deputy Director for Support. and SSA/DDS (See DD/S Admin Instruction 70-7)

WEB

c. Approval of employee's return prior to end of tour of duty abroad -- Deputy Director for Support.

d. Authorization of an exception to general rule that an employee transferring during a tour of duty abroad is required to remain abroad until total service equals tour of duty at new post -- ix Deputy Director for Support

WEB

e. Approval of exception to 15-day limitation on home leave when an employee is returning PCS to the United States -- Deputy Director for Support.

SIGNED

[Redacted Signature]

Chief, Plans Staff

25X1

Att

As stated

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jmc (10 Dec. 70)

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DD/S 70-4760

3 December 1970

MEMORANDUM FOR: Chief, Plans Staff/OP

ATTENTION : Mr.

25X1

SUBJECT : Designees of Officials Authorized to Administer
Tour of Duty Abroad and Home Leave Regulations

REFERENCE : Memo dtd 24 Nov 70 to DSSA-DD/S, C/CSPS, C/ Admin
Support Staff/DDS&T, & DC/Admin Staff/O-DDI fm
C/Plans Staff/OP, same subject

25X1 1. In accordance with our conversation today, I am forwarding herewith
a copy of DD/S Administrative Instruction 70-7 which delegates DD/S authority
contained in and as specified on Form 3154.

2. I believe this provides the information reference is seeking. If, how-
ever, there are other delegations needed, please give me a call.

25X1

Executive Officer to the
Deputy Director for Support

Attachment

SECRET

PERSONNEL
29 September 1970

DD/S ADMINISTRATIVE
INSTRUCTION NO. 70-7

DELEGATION OF AUTHORITY--SERVICE ABROAD AGREEMENT

Rescission: DD/S Admin Instruction 70-6, dtd 25 Sept 70 (please destroy)

Reference ;

[Redacted Box]

1. Heads of Support Career Services are hereby authorized to approve for the Deputy Director for Support for their respective careerists:

a. The designation of a permanent place of residence (item 5, Form 3154).

b. The designation of a home leave point (item 9, Form 3154).

2. Heads of Support Career Services are hereby authorized to concur for the Deputy Director for Support for their respective careerists:

a. The designation of another permanent place of residence (item 6, Form 3154).

b. The designation of another home leave point (item 10, Form 3154).

3. The authorities specified in paragraph 1 above may be redelegated to appropriate subordinate management echelons. Authorities specified in paragraph 2 may be redelegated only to a single senior subordinate.

4. The Special Support Assistant to the Deputy Director for Support is hereby authorized to concur for the Deputy Director for Support for all Support careerists in the establishment of nonstandard tours of duty (item 11c, Form 3154).

[Redacted Signature Box]

JOHN W. COFFEY
Assistant Deputy Director
for Support

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